

Classified Personnel

Probationary/Permanent Status

The Board of Education desires to employ and retain highly qualified classified personnel to support the District's educational program and operations. Newly hired classified employees shall serve a probationary period during which the District shall determine their suitability for long-term District employment.

A probationary employee who has been employed by the District for six months or 130 days of paid service, whichever is longer, shall be classified as a permanent employee of the District. (Education Code 45113, 45301)

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

Upon satisfactorily completing this period, they shall become permanent classified employees of the District.

The Superintendent or designee may dismiss an employee during the initial probationary period.

Permanent Employees

An employee shall be classified as a permanent employee in the classified service following satisfactory completion of the prescribed probationary period and shall be entitled to all the rights and privileges afforded such employees as defined in District policies and administrative regulations and in the provisions of the Education Code.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed the probationary period. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which he/she was promoted. (Education Code 45113)

Short-Term Employees

An employee shall be classified as a short-term employee if hired to perform a service for the District, which upon completion, the service required or similar services will not be extended or needed on a continuing basis.

Substitute Employees

An employee shall be classified as a substitute classified employee when assuming a position held by another employee who is absent but expected to return to the employ of the District.

BP 4216(b)

Substitute and short term (temporary) employees who are employed and paid for less than 75% of a school year are not a part of the classified service. Their inclusion within these procedures is not intended to authorize any additional rights to which they would not otherwise be lawfully entitled.

A long-term substitute is a substitute or temporary employee hired for twenty consecutive working days in the same regular position.

Regular Position Employees

A position authorized by the Board, either full or part-time, which has been established on a continuing basis and the required days of service are for 75% or more of a school year.

Full Time Position Employees

One for which the assigned time when computed on an hourly, daily, weekly or monthly basis is more than 87-1/2% of the normally assigned time of the majority of employees in the classified service.

Part Time Position Employees

One for which the assigned time is less than 87-1/2% of the normally assigned time of the majority of employees in the classified service.

Legal Reference:

EDUCATION CODE

45103 Classified service, definitions and exceptions

45113 Rules and regulations for classified service in Districts not incorporating the merit system

Adopted: (7-88 11-93 6-06 9-17) 10-20

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California